



School-based Decision Making

# *Selecting a Principal*

Facilitator Notes

Kentucky Department of Education  
2016

These training materials were developed by the Kentucky Department of Education as a guide during the process of selecting a principal. Principal selection training cannot substitute for the annual required professional learning for all SBDM members as cited in KRS 160.345(6).

## Notes for the Facilitator

This training is required for each school council every time it must make the decision to select a principal. It is designed to be a conversation more than a professional development. As you work with the school council members, keep in mind their knowledge base and their anxiety during this time.

Facilitation notes are included with each section; however, please make the training appropriate and applicable with the members of the school council. No specific activities are required; the only requirement in the statute is the overview of recruitment and interviewing techniques [KRS 160.345(2)(h)2]. You will also notice that the statute has been amended for any county with a consolidated local government (Jefferson County) and is effective July 15, 2016.

## Principal Selection Team Building Activity

Principal selection can be stressful for some school council members. They are in a meeting sitting across from a superintendent in which they may or may not know. It is important to start the process out on good footing. A team building activity may be the route to go. The one suggested in the manual is that- *a suggestion*. You, as the facilitator, may choose any team building activity as a starter.

The activity in the manual is one around unique characteristics. The goal is to have the school council members think of what they have that is unique. Have the school council members think and list their unique qualities (natural abilities). If comfort level is great, they can share out; if not, then sharing is not necessary. Remind them that they have an equal voice in this process and to bring their unique perspective to the discussion.

## Legal Requirements for Principal Selection

Have the school council members skim/read the section of the statute and answer the questions on page 7 of the manual. Ensure that they have the correct answers. If needed, they can go back to the section of the statute and highlight that portion.

## Meeting Requirements

Read and summarize the Open Meeting/Open Records requirements. Remind them that all of the principal selection process must adhere to these requirements. Depending on the level of knowledge of the school council members, thoroughly review each section.

Once they are comfortable with the requirements, have the school council determine who will be in charge of ensuring that special meetings are conducted properly. Have each make this notation in the manual.

## Recruitment Requirements

The amount of diversity in the community will determine how much time is spent on this section. However, discussing recruitment of a diverse candidate pool is required by statute.

Read and summarize the section. Most often recruitment is done at the district level and through the district's human resources division. If a school and/or a district is not diverse, discuss other aspects of diversity and the strategic plan to be inclusive. Have the superintendent share how they address the requirement of recruiting a diverse pool of candidates.

## Interviewing Techniques

Most often the interviews provide the bulk of information that a school council receives from candidates. Therefore, knowing the ins-and-outs of interviewing is important. Unless a school council member is a manager or supervisor, he/she probably has limited experience when it comes to interviewing.

Discuss the importance of doing face-to-face interviews even if they are aware of specific candidate's strengths (e.g., being internal to the school or district, previous staff member, etc....). Include with this (if/when appropriate) short role playing.

## Interviewing Do's and Don'ts

Read through each comment as necessary and keep comments appropriate; however, add specific instances and humor as desired. The point is to remind the council members of their legal obligations and those questions they cannot ask as it may violate individual rights.

At the end, have the school council members begin brainstorming questions they would want to ask. These do not have to be formal questions, but their thoughts.

***This is all that is required by statute to cover as part of principal selection training. The additional materials may be used based on council needs.***

As a facilitator, work with the school council on their specific needs. The training does include times to stop and make a decision and can be led by the chair (or vice chair).